Ojai Library – Van Dyke Room Reservation Policy and Procedure
Revised July 2023

Procedure:

- **Check for availability** – Contact staff at the Ojai Library in person or by calling (805) 646-1639 to ensure that your desired time is available.
- **Record your reservation** – Library staff will ask for a name for the reservation and the requested time period in order to record them in the reservation calendar. Reservations must be recorded to be honored—walk-ins are not recommended as conflicts can occur.
- **Cancellations** – If you need to cancel your reservation, please contact staff as soon as possible to let them know so the room can be made available for others.

Policies:

- **Be respectful of other users** – Another customer may have a reservation that begins when yours is ending, so please be ready to vacate the room when your time is complete.
- **Be respectful of library hours** – The library must close on time (8 p.m. Monday – Thursday, 5 p.m. Friday – Sunday), and staff will need to ensure that all customers have left the building. Please be ready to vacate the room in time for closing.
- The room can be reserved for a maximum of **two hours at a time**.
- The room can be reserved for a maximum of **two times per week**, and **not on the same day**.
- The room can be reserved up to **three months in advance**.
- Same-day reservations must be made **two hours in advance**.
- Reservations can be made for **groups of two or more** (no reservations for a single individual).
- All library rules of conduct continue to apply within the Van Dyke Room.
- **While in use for a reservation**, the door to the room may be closed if desired. However, it may not be locked.
- **While NOT in use for a reservation**, the room and all resources within are to be shared according to the library’s normal rules of conduct.

Please contact library staff with any questions you may have about these policies.